

# Commercial Permitting Manager



**Job Code:** 2220  
**Grade:** 134  
**Reports to:** Permits & Inspections Director  
**Salary Range:** \$66,610 - \$103,762  
**FLSA Status:** Exempt

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## **GENERAL STATEMENT OF DUTIES**

Performs highly responsible professional, supervisory, administrative, and technical work managing commercial permitting activities and functions, including review and evaluation of detailed architectural and engineering drawings for compliance with building code requirements and legal standards; does related work as required.

## **DISTINGUISHING FEATURES OF THE CLASS**

An employee in this classification is responsible for managing and coordinating the City's commercial permitting activities. The employee organizes work, sets priorities, and exercises sound, independent judgment in accordance with City, County, State, and Federal requirements, policies, and procedures. Work is reviewed and measured through conferences, reports, analyses, observation of productivity and effectiveness, and levels of success accomplishing established goals. Work is performed under the general supervision of the Permits and Inspections Director. Supervision is exercised over part-time and full-time staff.

## **ESSENTIAL FUNCTIONS**

Supervising and coordinating commercial permitting process from project conception to time of occupancy; overseeing, managing, and participating in commercial and industrial plan review for conformance with standards and compliance with applicable codes; approving and issuing permits; preparing reports; maintaining appropriate records and files.

## **EXAMPLES OF WORK**

- Reviews and evaluates detailed commercial architectural and engineering drawings for conformance and compliance with applicable building, fire, mechanical, energy, and accessibility codes.
- Coordinates commercial permit process with all appropriate local, county, and state entities; initiates and maintains applicable professional contacts.
- Manages and facilitates the commercial permits and inspections process, from project conception to time of occupancy; assures coordination of staff reviews, decisions, and field inspections; responds to inquiries; obtains feedback from customers to ensure continuous improvement.
- Counsels, advises, and assists business owners and representatives, developers, project managers, architects, engineers, and contractors in the use and navigation of the permitting and inspections process to facilitate and secure code compliance and provide best options for achieving project goals.
- Promotes economic development in the overall permit process; emphasizes customer service and ensures an expeditious process.
- Enforces national and local building codes, life safety codes, and national standards for structural integrity.
- Develops and implements commercial inspection requirements and complex structure programs.
- Calculates, administers, and oversees the collection of commercial permit fees.
- Supervises, evaluates, and provides guidance and technical and assistance to commercial field inspection staff and plan reviewers.

- Interprets commercial building codes for City personnel and external customers.
- Mediates construction jobsite conflicts between inspection staff and builders, developers, and contractors.
- Prepares reports and feasibility studies.
- Reviews and monitors City capital projects requiring permits for safety code compliance and proposed expenditures.
- Spearheads new code adoption process on a regular basis; tracks, develops, and authors local code amendments.
- Develops processes and procedures for commercial plan review and permit processing; recommends changes and updates as needed; coordinates with professional subordinate and administrative staff to implement.
- Maintains active membership in the international code council; provides recommendations for and votes on international code changes.
- Maintains necessary records and reports.
- Performs related tasks as required.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Comprehensive, in-depth knowledge of Federal, State, County, and City codes, laws, and regulations related to building, fire, structural, life safety, environmental, and accessibility.
- Comprehensive knowledge of all facets of commercial building design, construction, and plan review.
- Thorough knowledge of principles, practices, requirements, systems, procedures, and methods appropriate to organize and manage a specialized, professional, technical code administration team responsible for complex commercial code administration.
- Thorough knowledge of the methods and procedures by which ordinances and regulations are enforced.
- Thorough knowledge of the common terminology associated with the architectural and engineering profession.
- Thorough knowledge of the geography of the City including the location of commercial properties and layout of streets and neighborhoods.
- General knowledge of methods, principles, and techniques associated with efficient and effective customer service.
- Skill in personnel management, budget development, and fiscal administration.
- Ability to recognize and solve construction and code issues including poor design, inferior materials, and hazards of fire and collapse.
- Ability to read and interpret construction design plans, specifications, and blueprints quickly and accurately and to compare them with construction in process.
- Ability to interpret, explain, and apply laws, regulations, and policies relating to building construction practices fairly and consistently.
- Ability to communicate and present complex ideas clearly and effectively, orally and in writing.
- Ability to make recommendations and sound decisions based on established policies and procedures and to be resourceful in managing new situations.
- Ability to coordinate and manage a number of projects of varying size, type, and scope in an efficient and effective manner under constant pressure and strict deadlines.
- Ability to respond to inquiries, complaints, and requests for service, resolve disputes, and enforce ordinances and regulations with firmness, tact, and impartiality.
- Ability to effectively facilitate and represent the organizational unit in meetings with City, County, and State officials and committees, developers, project managers, architects, engineers, and contractors.
- Ability to handle emergency and/or crisis situations and make quick and sound decisions.

- Ability to solve administrative and operational problems arising in the commercial code administration unit.
- Ability to meet and deal tactfully with the public.
- Ability to supervise, assign, coordinate, train, review, and evaluate the work of subordinate staff.
- Ability to operate standard office equipment.
- Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities.
- Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
- Ability to establish and maintain cooperative, productive, and effective working relationships with associates, building owners, architects, engineers, contractors, public officials, and the general public.

**MINIMUM EDUCATION AND EXPERIENCE**

Graduation from an accredited college or university with a Bachelor's Degree in Civil Engineering, Architecture, or closely related field and at least ten (10) years of progressively responsible professional experience in engineering, architecture, or building plans review and inspections; or any equivalent combination of education, training, and experience. At least three (3) years of experience in a managerial or supervisory capacity preferred.

**WORK HOURS**

Requires a minimum of 40 hours in a standard workweek. This is a salaried position; employee is expected to work the hours necessary to satisfactorily perform the duties of the position, including working and attending meetings outside of established business hours.

**WORK CONDITIONS**

- Light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects, and some medium work requiring the exertion of up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects.
- Work requires sitting, standing, walking, climbing, balancing, reaching, fingering, grasping, and repetitive motions.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly, or quickly.
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Visual acuity is required for close vision, distance vision, color perception, depth perception, night vision, peripheral vision, preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is subject to inside and outside environmental conditions.

**SPECIAL REQUIREMENTS**

- Possession of an appropriate driver's license valid in the State of Maryland.
- Master Code Official Certification issued by Building Officials and Code Administrators International and State Code Inspector Certification preferred.
- An employee in this classification is subject to random drug and alcohol testing pursuant to the City of Gaithersburg's Drug-Free Workplace Policy, Drug & Alcohol Testing Procedures.

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Created FY 2012

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### **ACKNOWLEDGMENT OF CLASS SPECIFICATION**

I acknowledge that I have read the class specification and requirements for the Commercial Permitting Manager position. I understand this class specification does not constitute an employment agreement between the employer and the employee and is subject to change as the needs of the employer and requirements of the position change.

Are you able to perform the essential functions of this position with or without accommodation?

☐ Yes      ☐ No

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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